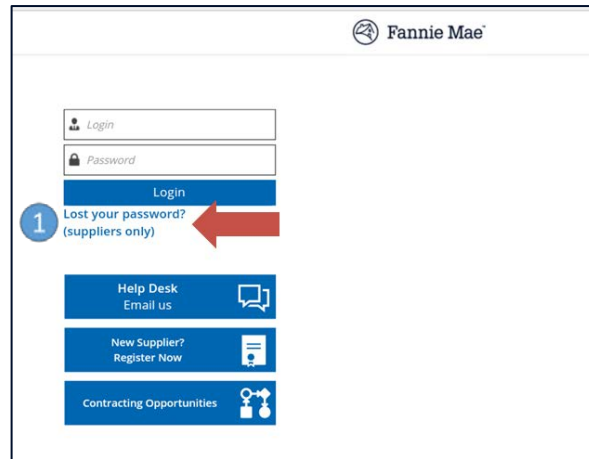




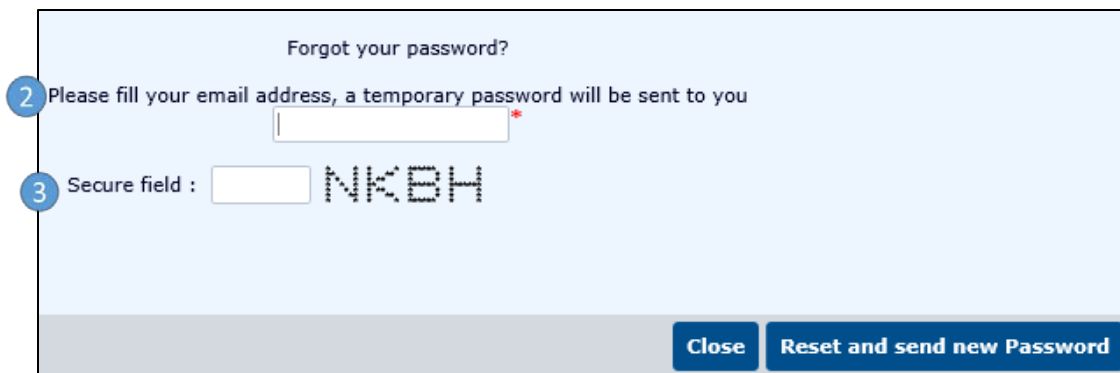
ProcureOne by Fannie Mae: Resetting your password

Complete the steps listed below to reset your ProcureOne by Fannie Mae password.

1. Navigate your browser to <http://procureone.fanniemae.com> and click on the Lost your password link.



2. **Enter the email address** you provided when you created a profile in the ProcureOne by Fannie Mae system.



3. Enter the characters show in the **Secure field**.

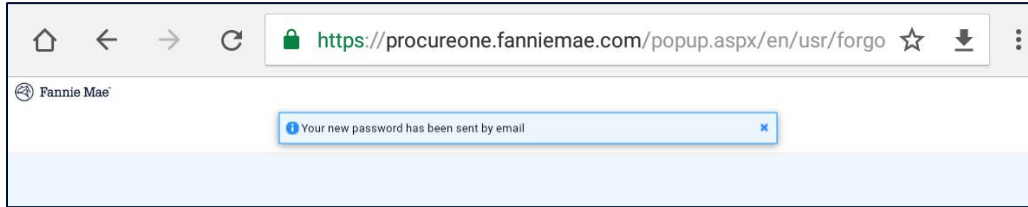
Note: The four letter **Secure field** code will change. Be sure you are entering the correct code in a timely manner.

4. Click the **Reset and send new Password** button.





5. Next, you will receive the notification message shown below.



6. Click the **Close** button on the bottom right hand side of the screen.



7. Your temporary password will be sent to the email registered in your ProcureOne profile.

8. Return to the login page, <http://procureone.fanniemae.com>, and use your email and temporary password to login.

9. The system will prompt you to create a new password.